



## 2011 GUIDELINES FOR CONGRESSIONAL OFFICES

---

### Important Dates

---

<b>May 10, 2011</b>	<b>Overall District Winner's Information Due</b> <b>Overall winner must be selected by this date</b> and a copy of Student Information & Release Form faxed to the Congressional Institute at 703-837-8817 with the Member's signature.
<b>May 24, 2011</b>	<b>Art Intake Day</b> Artwork will need to be dropped off by a DC staff person for hanging. Please note the framing guidelines on the enclosed page. These guidelines apply only to your overall winner.
<b>May 25, 2011</b>	<b>Art Photography</b> Photographs are taken of all submitted photos for our online gallery.
<b>TBD</b>	<b>Congressional Art Competition Ribbon-Cutting Ceremony</b> More information will be sent to the District & DC Staff Contacts listed on the Student Information & Release Form.

---

### Questions

---

If you have questions after reviewing the guidelines on the next two pages, please contact the Congressional Institute at 703-837-8812 or [art@conginst.org](mailto:art@conginst.org).

---

## General Guidelines

---

The competition is open to high school students only. Exceptions will be made for schools that have 7th through 12th grades on one campus. Each Member's office can choose whether or not to include 7th and 8th grades in the Art Competition if there are schools in its district that fit this criteria.

- In order to allow artwork to hang in the Cannon Tunnel to the U.S. Capitol, the following restrictions are enforced:
- All artwork must be framed according to the appropriate framing guidelines, listed below.
- Artwork must conform to these restrictions:
  - Artwork must be two-dimensional.
  - Each piece can be **no larger** than 28" x 28" x 4" (28 inches high, 28 inches wide, and 4 inches deep), including the frame.
  - Artwork cannot weigh more than 15 lbs.
  - Acceptable media for artwork are as follows:
    - Paintings: oil, acrylics, watercolor, etc.
    - Drawings: pastels, colored pencil, pencil, charcoal, ink, markers
    - Collage
    - Prints: lithographs, silkscreen, block prints
    - Mixed Media: use of more than two medias such as pencil, ink, watercolor, etc.
    - Computer-Generated Art
    - Photography
  - Each entry must be original in concept, design, and execution and may not violate any U.S. copyright laws. Any entry that has been copied from an existing photo (other than the student's own), painting, graphic, advertisement, or any other work produced by another person is a violation of the competition rules and **will not** be accepted. Work entered must be in the original medium (that is, not a scanned reproduction of a painting or drawing).
  - Artwork must arrive in Washington by **May 24, 2011** for inclusion in the exhibition.

Artwork will hang in the Capitol for the **entire year** of the exhibition and **cannot** be returned to the students earlier. Students should, therefore, submit artwork they will not need for other purposes.

Artwork must adhere to the policy of the House Office Building Commission. In accordance with this policy, exhibits depicting subjects of contemporary political controversy or a sensationalistic or gruesome nature are not allowed. It is necessary that all artwork be reviewed by the panel chaired by the Architect of the Capitol and any portion not in consonance with the Commission's policy will be omitted from the exhibit. The panel will make the final decision regarding the suitability of all artwork for the Congressional Art Competition exhibition in the Capitol.

Official resources are to be used only to the extent authorized by the Committee on House Administration and the Committee on Standards of Official Conduct.

---

### **Framing Guidelines (Overall Winner Only)**

---

**Framing guidelines apply only to the ONE winning artist/artwork that will be sent to Washington, DC.**

**All artwork must be framed.** Frames should be kept as simple and sturdy as possible. Metal frames are recommended. No “snap on” frames with glass are to be used.

All artwork must be protected by Plexiglas or glass. Plexiglas is preferred. If glass is used, special packing and shipping arrangements are encouraged to ensure that the work is not damaged if the glass breaks.

All works, **including frame**, should be **no larger** than 28 inches high, 28 inches wide, and 4 inches deep, to the outside of the frame, and 15 lbs. in weight. Please double-check the size before sending the entry to Washington, DC. Due to wide participation of Member offices, framed work larger than the specified dimensions will be turned away.

Matting can enhance or detract from a work of art and should be carefully prepared.

Use sturdy picture hangers on the back of the frame. Two sturdy hooks should be attached at the top right and left sides of the back of the work for hanging in order to prevent the work from leaning forward or hanging unevenly. Do not put wire between the hooks for hanging; this will be added later.

Do not attach labels, ribbons, etc., to the front of the piece or underneath the glass or Plexiglas.

If the artwork is abstract in design, please indicate on the backside which side is “up” with arrows.

As directed by the House Oversight and Standards of Official Conduct Committees, each district winner is responsible for framing his or her own entry. Any hardship case should be assisted at the district level; works can no longer be framed by the Architect of the Capitol.

---

### **Submission Guidelines (Overall Winner Only)**

---

The **winning artist’s Student Release Form** along with the **Member Approval** section completed should be sent to DC via fax to 703-837-8817, ATTN: 2011 Art Competition, **as soon as you have chosen a winning artwork. Release Forms must be received by May 10<sup>th</sup>.**

A copy of the Student Release form, signed by both the teacher and the student, must be securely attached to the back of the artwork to certify the originality of the piece.

Please attach a typed adhesive label to the back of the artwork with the following information:

- Member Name
- State and District
- Title of Piece
- Medium
- Student Name
- Student Address and Phone Number

Please use the largest label you have available. This information should be typed.